

RECREATION SUPERVISOR

POSITION SUMMARY: This is a professional position within the parks and recreation administrative office of the community services department. This position is primarily responsible for the efficient and orderly operations of the parks and recreation administrative offices, including overseeing, directing, coordinating, and administering front office customer registration and reservation services; and supervising a team of professional staff in the planning and delivery of a wide variety of education, leisure, sport, special event, and health and wellness activities and facilities on a daily basis while ensuring related work is completed in accordance with laws, ordinances, policies and procedures.

The position is responsible for administering special event, athletic event, and leasing contracts for park facility use; and works cooperatively with the parks maintenance foreman; and supervises and evaluates staff assignments and performance.

SUPERVISION RECEIVED: Work is performed under the supervision of the director of community services.

SUPERVISION EXERCISED: Supervision is exercised over subordinate department personnel.

ESSENTIAL JOB FUNCTIONS: *An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.*

1. Work cooperatively with the director of community services, parks maintenance foreman, TEAM 21 director, management team, staff, and others to establish priorities, develop management plans, coordinate activities, and implement a variety of special projects in accordance with community needs, demographic trends, and City vision.
2. Assists the director in developing plans and goals to further recreational programming services in accordance with community needs, demographic trends, and City vision.
3. Assess assigned operations, staffing levels, facilities, and equipment and make recommendations for improvement. Monitor operational costs and make recommendations for increasing efficiency.
4. Assist in the recruitment, hiring, development and promotion of staff in coordination with human resources. Assists in the recruitment and hiring of personnel.
5. Schedules work assignments, sets priorities, and directs the work of subordinate employees; evaluates and verifies employee performance through the review and audit of completed work. Provides timely coaching and performance evaluations for subordinate employees and issues disciplinary actions and accommodations as appropriate.
6. Identifies employee development and training needs and ensures training is obtained in a timely manner. Confirms assigned department staff has required certifications and licenses and that current licenses are on file with the City.
7. Conducts inspections and audits of assigned facilities and programming work of subordinates to ensure conformance with plans, specifications, and maintenance standards; ensure proper procedures and equipment are being used. Ensures compliance

with City specifications, codes, and conformity with established practices and standards. May assist in the investigation of accidents, work related injuries and illnesses, and other liability claims.

8. Assists with preparing, managing, and presenting annual budget requests; practices sound fiscal control in assigned areas of responsibility by performing cost control activities and monitoring revenue and expenditures to ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
9. Develops bid specifications and contracts and make recommendations for award of contracts; monitors vendor performance to ensure compliance with city contracts as assigned.
10. Assists the director of community services in conducting research and recommending innovations related to the economic, fiscal, and physical structure of the city park and recreation system, including programming and municipal facilities. Participates in preparation of comprehensive plans with respect to land use, recreation open space, recreation, leisure, sport, health and wellness, special event programming, and similar areas for use in development.
11. Leads the recreation services team in developing, planning, organizing, and supervising recreational programs for community use which may include preschool programs, youth programs, adult programs, senior citizen programs, after school programs, day camps, athletics, aquatics, cultural arts, enrichment classes, and special events.
12. Assists in planning, implementing, coordinating, and administering the Adopt-a-Park program, City sponsored special events and recreational programs, festivals, National Night Out block parties, and other similar programs from concept through completion and evaluation as necessary.
13. Attends staff meetings and other meetings as assigned. Prepares regular status reports, completes special projects, and submits forms and reports required.
14. Attends a variety of community meetings and events to promote the city and department. Serves as a liaison to other City departments, agencies, boards, commissions, committees, and businesses. Confers with director of community services and others in exchanging information on operational activities.
15. Works with the community to identify needs and preferences and makes recommendations on the number and kinds of recreational programs to be offered. Compiles and analyzes data, identifies trends and patterns. Performs cost-benefit analyses for programs, projects, and department activities; recommends changes as appropriate.
16. Seeks and secures alternative funding sources such as grants, partnership agreements, and sponsorships. Works cooperatively with other departments and follows established policies, processes, and procedures to implement funding sources.
17. Provides high quality customer service, courteously responds to routine and non-routine inquiries, provides information within the area of assignment, and resolves complaints in an efficient and timely manner; may include follow up on corrective action and ensuring that replies are provided. Follows up within the scope of authority, make

recommendations, and/or refer to the department head as necessary.

18. Works cooperatively with the director of community services and others to prepare materials, reports, displays, resolutions, ordinances, and fee schedules, and present information to various groups, including the City Council, and boards and commissions, such as the parks and recreation commission. Serves as a liaison as assigned.
19. Compiles, organizes, and analyzes work order data on current conditions, trends, and recreational facility use agreements and reservations, recommends and implements staffing strategies and solutions.
20. Ensures proper labor relations and conditions of employment are maintained, including requirements of Michigan Occupational Safety and Health Act regulations and other related state and federal regulations.
21. Actively stays informed of new regulatory developments, current issues, and strategies through continued education and professional growth. Attends training conferences and participates in other opportunities to stay current in the field.
22. In general emergencies, disasters, states of emergency, other similar situations, and/or when the Emergency Operations Center (EOC) is activated, performs other duties as required and assigned.
23. Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES: *The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

- A. A bachelor's degree in recreation management or a related field, and five or more years of recreational programming, with at least three years of supervisory or administrative experience. Certified Parks and Recreation Professional or Certified Parks and Recreation Executive preferred.
- B. May be required to hold certain certifications such as Certified Parks and Recreation Professional, First Aid, and/or CPR.
- C. Knowledge of applicable local, state, and federal laws, rules, and regulations.
- D. Knowledge of modern principles, methods, materials, techniques and equipment used in the design, construction, maintenance, inspection, and risk management methods of recreation planning, programming, and evaluation; general knowledge of the same for facilities maintenance.
- E. Knowledge of the rules, supplies, equipment, and facilities applied or used in recreation programs and sporting leagues.
- F. Knowledge of professional principals and techniques of contemporary marketing and advertising, purchasing, and contract administration.
- G. Skill in developing, coordinating, and evaluating a broad range of recreational

programming for diverse groups (e.g. age, cultural, etc.).

- H. Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration, labor relations, public relations, and project management.
- I. Knowledge of training and supervisory techniques and employee policies and procedures. Demonstrates skill in planning, organizing, scheduling, directing, coordinating, and evaluating work activities.
- J. Ability to establish effective working relationships and use tact and good judgement, initiative and resourcefulness when dealing with staff, volunteers, program participants, vendors, other governmental agencies and the public.
- K. Knowledge of the principles, rules, techniques, materials, and equipment required for a variety of special events and activities.
- L. Possesses excellent organizational skills and an ability to problem solve. Skill in organizing schedules and coordinating associated resources.
- M. Ability to gather and analyze data for the purpose of preparing accurate and timely reports, memoranda, letters, and responses to requests for information.
- N. Skill in maintaining a comprehensive record keeping system, compiling statistics, generating reports, and developing programming recommendations.
- O. Skill in responding to public inquiries and internal requests with a high degree of diplomacy and professionalism. Ability to communicate effectively and present ideas orally and in writing to a variety of audiences.
- P. Knowledge of joint use agreements with outside user groups, independent contractor agreements, memorandums of understanding, or similar.
- Q. Knowledge of the safety, risk avoidance, and precautions related to recreation programs, sporting leagues, and athletic and special event contracts and facility use.
- R. Ability to identify and detect public safety hazards in facilities and natural environments, exercise judgement to secure areas, and remediate concerns in an immediate or acceptable manner.
- S. Knowledge of facility risk management and industry-related safety issues and precautions relating to the provision of recreation programs, including safe work practices, volunteer and employee background screening, and emergency weather preparedness plans.
- T. Reasonable knowledge of state and federal safety and health regulations, including but not limited to MIOSHA.
- U. Ability to critically assess situations, solve problems, work effectively under stress, within deadlines, and with changing work priorities.
- V. Demonstrates ability to think strategically, learn about diverse City operations and

processes, communicate effectively, and maintain favorable public relations.

W. Demonstrates proficiency in the use of information technology including software applications related to areas of responsibility and is able to quickly learn other technology as necessary.

X. Possess a valid Michigan motor vehicle operator's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.*

While performing the duties of this job, the employee is regularly required to talk, hear, and communicate with others in person or by phone. While performing the duties of this job, the employee is required to view and produce written documents and correspondence by writing or typing. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. In the course of a typical day the employee is required to sit, stand, and/or walk. The employee may be required to transport and lift equipment and supplies of light to moderate weight. Bending and stooping are also frequent requirements.

While performing the duties of this job, the employee works regularly in an office setting and in the field. The noise level in the work environment ranges from quiet in the office to moderate or loud at program sites. While working in the field, circumstances may occur that are strenuous and may require traversing uneven terrain or working in all types of weather conditions. The employee is required to drive in inclement weather.

February 2002
Format Revised April 2005
Revised March 2022